

JOB DESCRIPTION

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| Job Title: | Care Worker 2 (This role is considered a 'care worker' within the meaning of the Care Standards Act) |
| Grade: | CW2 |
| Line managed by: | Team Manager |
| Purpose of Job: | To work as a member of a multi-disciplinary team, to provide a high standard of care and to facilitate the personal development and education of all pupils in the school and residential settings. |

The Shires is committed to safeguarding and promoting the welfare of young people and expects all staff, volunteers and contractors to share this commitment.

During the school year Care Workers will work within both the educational and residential setting during the course of a shift.

DUTIES AND RESPONSIBILITIES

1. Safeguarding and promoting diversity and choice.

- a. Safeguard and protect the privacy, human rights and dignity of the students at the Shires and enable them to take as much control over their lives as possible.
- b. Treat all students and other staff members with respect, recognising what each individual contributes and valuing the differences of their gender, disability, social, cultural and religious experiences and preferences.
- c. Report any and all incidence of abusive or discriminatory behaviour to the stated senior (in line with Safeguarding Guidance.) ***Failure to do so will leave you in a position of equal responsibility for the incident as the perpetrator.***

2. Care responsibilities

- a. Supervise and support individuals or groups of pupils in educational, social and leisure activities to promote their educational, personal and social development, ensuring their safety and well being at all times. Contribute to the management of pupil behaviour in all settings.
- b. Assist in the preparation and supervision of activities in the home and school setting under the direction of the shift leader or team manager, or school staff in the school setting.
- c. Support more senior staff (CW3, CW4, CW5 and TM) in writing activity plans and carrying out risk assessments.

- d. Support individual children in accordance with their needs as outlined in the placement plans¹, including all aspects of personal care and aspects of medical care for which you are trained and supporting children in attendance at medical appointments as required.
- e. Ensure that all recording and reporting is up-to-date, and completed accurately and on time, and meets the standards outlined in school policies and guidelines and laid down by team managers.
- f. Ensure all living and work areas are used and left in a safe condition and ensure that any necessary repairs to equipment or building are reported and carried out (in line with Health and Safety Policy.)
- g. As required by the shift leader, assist with the care and maintenance of the home.

Staff are expected to carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as required by the line manager or his/her higher level of authority.

3. Professional Practice

- a. Be well informed and have up-to-date knowledge regarding the support needs of young people in your care. Staff should be fully aware of and provide care that is in line with the contents of the young person's individual care, education and behaviour plans.
- b. Ensure that all duties are carried out in accordance with the standards laid down by the National Minimum Care Standards and OFSTED as the inspecting organisation for the home, and in line with The Shires own policies and procedures.
- c. Maintain confidentiality for all areas of The Shires, its staff and its work.
- d. Be aware of Fire and Health and Safety Regulations, ensuring that any hazards or other issues relating to health and safety of either staff or pupils are reported.
- e. Record any damage to the building, equipment or resources, and notify ancillary staff of issues that need to be resolved.
- f. Co-operate with all Shires' staff in maintaining harmonious inter-personal relationships.

4. Develop own knowledge and practice

- a. Participate in regular supervision sessions and seek advice and guidance as and when required.
- b. Attend and contribute to workshops, training events etc. as and when required.
- c. Make every effort to sustain an up-to-date and developing personal knowledge and awareness of care and educational practice regarding young people with an autistic spectrum disorder.

¹ A Placement Plan is the term used by the National Minimum Care standards to describe how the Shires will meet the young person's needs. It includes the Care Plan, Behaviour Plan, Health and Nutrition Plan, and Education Plan.

- d. Agree personal objectives with Team Manager and review progress on a regular basis.

PERSON SPECIFICATION

Qualifications / Experience for Care Worker 2

Essential

- Care Certificate – within 3 months of employment
- Working towards an NVQ3 in Health & Social Care (CYP) or the Level 3 Diploma for the Children & Young People's Workforce – completion of this qualification must be completed within 2 years of your commencement of employment.
- 6 months experience in a similar setting
- Displays a commitment to promoting the safe guarding and well being of young people

Desirable

- Emergency First Aid at work
- Experience of working with children or young adults with ASD / challenging behaviour
- Ability to swim or prepared to enter water to assist students
- Ability to drive The Shires people carriers

ADDITIONAL INFORMATION

Training & Qualifications

All care staff are required to:

1. Attend 5 professional training days per year;
2. Attend staff meetings and training as required;
3. Participate in regular management, support and development sessions and annual appraisal with their line manager.

REQUIRED TRAINING FOR CW2

In order to take on a CW2 level post staff will successfully completed training in

- Administration of medicines

At CW2 level staff will receive training in

- Risk assessment and activity planning
- Emergency First Aid
- Administration of rectal medicines

Shifts

The shift pattern is as follows:

- 45.5 hours per week, in a rotating shift pattern of two days on and two days off
- Each shift is 14 hours, from 07:00 – 21:00.
- A 14 hour shift will include a one hour unpaid (broken in to two half hour breaks) and two paid 15 minute breaks
- Shifts include weekends and bank holidays

Holiday

The annual holiday entitlement is 23.5 days paid holiday per year (6.6 weeks); this includes statutory public holidays.